

<p align="center">STATE OF VERMONT Agency of Administration</p>		
<p align="center">POLICY MANUAL IRMAC INFORMATION RESOURCE MANAGEMENT ADVISORY COUNCIL</p>	<p align="center">ORIGINAL POLICY ADOPTED BY IRMAC</p>	<p align="center">ORIGINAL POLICY NUMBER</p>
	<p align="center">DATE: 06/10/96</p>	
	<p align="center">EFFECTIVE DATE</p>	<p align="center">IDENTIFIER</p>

STATUTORY REFERENCE OR OTHER AUTHORITY:

1 V.S.A. § 316 (d)
1 V.S.A. § 218 (a)
22 V.S.A. § 453(a)(5)
22 V.S.A. § 453 (a)(10)
22 V.S.A. § 454 (a)

APPROVAL DATE:

APPROVED BY: **Secretary of Administration**

POLICY TITLE: **Security Backup**

POLICY STATEMENT:

Each agency and office shall utilize risk management analysis to identify the backup frequency and type of media necessary to provide adequate protection for state records and information. Security backups, along with system and application documentation, shall be stored in a secured and environmentally stable offsite. Backups, as appropriate, shall be monitored to assure data integrity, media stability, and systems and application compatibility.

PURPOSE/COMMENT:

The intention of this policy is to ensure that public records and information are protected from natural, accidental and intentional hazards. The use of risk management analysis identifies the appropriate backup frequency and type of media (i.e., the amount of time, money and effort) that is to be spent with each record and information category. The secondary intention of this policy is to facilitate management efficiencies by ensuring that minimum resources (time, money, personnel) necessary to protect the operational, legal and evidential value of the records and information and also provide for disaster recovery are expended.

FINAL